45104339

# The 2006 Skills Survey (Main): Final questionnaire (14/03/2006)

## Contents

# BLOCK A

## Checking Eligibility

**AWork** **[ASK ALL]**
Can I just check, did you do any paid work in the last seven days?

INTERVIEWER:
IF ON HOLIDAY IN LAST 7 DAYS RECORD STATUS IN THE 7 DAYS IMMEDIATELY BEFORE GOING ON HOLIDAY.
IF TEMPORARILY SICK IN LAST 7 DAYS, RECORD STATUS IN THE 7 DAYS IMMEDIATELY BEFORE GOING OFF SICK.
IF ON GOVERNMENT SCHEME **ONLY**, CODE **NOT EMPLOYED**.

1.  In paid work
2.  Not employed, NODK, NORF


**AInElig** **[ASK IF AWork=2]**
INTERVIEWER: THIS PERSON APPEARS INELIGIBLE. YOU MUST NOW…

CHECK - DOES (S)HE WORK ONE WEEK OFF, ONE WEEK ON. IF YES, CODE 'PERSON IS ELIGIBLE' AND PROCEED ON BASIS OF JOB WHEN 'ON'
CHECK – HAS (S)HE DONE EVEN ONE HOUR OF ANY TYPE OF PAID WORK (IN THE LAST 7 DAYS). IF YES, CODE 'PERSON IS ELIGIBLE' AND PROCEED ON THE BASIS OF THAT JOB.
CHECK – IS (S)HE IS ONLY ON HOLIDAY OR TEMPORARILY SICK. IF YES, CODE 'PERSON IS ELIGIBLE' AND PROCEED ON THE BASIS OF USUAL JOB.
CHECK – WAS (S)HE IN WORK IN THE 7 DAYS BEFORE YOU MADE THE SELECTION? IF YES, CODE 'PERSON IS ELIGIBLE' AND PROCEED ON THE BASIS OF THAT JOB, AS THOUGH S(HE) WAS STILL IN IT.
IF NO TO ALL FOUR CHECKS – CODE NOT ELIGIBLE.

1.  Person is eligible
2.  Not eligible, NODK, NORF


**AStop** **[IF AInElig=2]**
INTERVIEWER: YOU HAVE ENTERED THAT THE PERSON IS NOT ELIGIBLE. THAT IS, THEY ARE DEFINITELY NOT IN WORK, HALT INTERVIEW WITH CURRENT PERSON!


**Asex** **[ASK ALL]**
ENTER SEX OF RESPONDENT

1.  Male
2.  Female, NODK,NORF

**AAge**        **[ASK ALL]**
What was your age last birthday?

NUMERIC RANGE 14…95

**ABadAge**      **[IF AAge NOT BETWEEN 20 AND 65]**
IF PERSON IS DEFINITELY NOT ELIGIBLE, CLOSE INTERVIEW! SAY…

Thank you very much. This survey is about the paid jobs of people aged 20 to 65

# BLOCK B

## Broad Questions about the Job: Classification, and Skills-Related Aspects

**BJobs**       **[ASK ALL]**
Could I check, do you have one job or more than one?

1.  One
2.  More than one
3.  *Don't know*
4.  *Refused*

**BMainjob**    **[ASK IF BJobs<>1]**
In this survey we are asking people about their MAIN JOB. So please think only about your main job when answering.

ASK THE RESPONDENT TO DECIDE WHICH IS [IF ASex=1:HIS/IF ASex=2: HER MAIN JOB.
IF A RULE IS NEEDED, MAIN = EARNED MOST IN REFERENCE PERIOD.

**BIntro**      **[ASK ALL]**
I'd now like to ask you some questions about the job you were doing in the last seven days.

INTERVIEWER: IF ON HOLIDAY/OFF SICK IN THE LAST 7 DAYS:
Your job in the seven days before you went on holiday/were off sick.

**BFirmdo**     **[ASK ALL]**
What does the firm/organisation you worked for last week mainly make or do (at the place where you work)?

DESCRIBE FULLY.
PROBE: Manufacturing, processing or distribution, etc; main goods produced; materials used; wholesale or retail; etc.":

OPEN

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*{Office use only}*
**BSIC92** "SIC 92 industry code" : 0…9999,NODK,NORF
**BSIC2003,**"SIC 2003 industry code" : 0…9999,NODK,NORF

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**BJobtitl**    **[ASK ALL]**
What is the name or title of your job?

OPEN

**BWhatUdo** **[ASK ALL]**
What kind of work do you do most of the time?
PROBE: What materials/equipment do you use?

OPEN

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*{Office use only}*
**BSOC2000** {BSOC2000} "Standard Occupational Classification 2000": 0..999,NODK,NORF
**ISCO**

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**BAuto** **[ASK ALL]**
(Can I just check), does your own job involve use of computerised or automated equipment?

1. Yes
2. No
*3. Don't know*
4. *Refused*

**BEmpType** **[ASK ALL]**
Are you working as an employee or are you self-employed?

INTERVIEWER: IF NOT SURE/DOES NOT KNOW, ENTER EMPLOYEE

1. Employee
2. Self-employed, NODK,NORF

**BPdWage** **[ASK IF BEmpType=1]**
(Can I check) are you paid a salary or a wage by an employer?

1. Yes
2. No
*3. Don't know*
4. *Refused*

**BSelfEm1…**   **[ASK IF BEmpType=2 OR BPdWage=2]**
**BSelfEm8**    SHOW CARD B1
Looking at this card, which of these describe your situation at work?

INTERVIEWER: CODE UP TO FOUR ANSWERS IN THE ORDER GIVEN

1. Paid a salary or a wage by an agency
2. Sole director of own limited business
3. Running a business or professional practice
4. A partner in a business or professional practice
5. Working for yourself
6. Working as a sub-contractor
7. Doing freelance work
8. None of these
NOT ON SHOW CARD
9. *Don't know*
10. *Refused*

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*DERIVED STATUS VARIABLE: BEmpStat*
*Employee = (BEmpType = Employee) OR (BSelf = Agency OR Sub-contractor)*
*SelfEmpl = All others*

*NB If (BEmpType=Employee) AND (BPdWage=No) AND (BSelfEm1-8<>Agency OR Sub-contractor) then compute as SelfEmpl*

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**BManage**    **[ASK IF BEmpType=1]**
Do you supervise other employees or have managerial duties?

1. Yes, supervise other employees
2. Yes, have managerial duties
3. No, neither
4. *Don't know*
5. *Refused*

**BManNo**    **[ASK IF BManage=1 OR 2]**
How many people do you (IF BManage=1: supervise/IF BManage=2: manage)?

NUMERIC RANGE 0…9997
*Don't know*
*Refused*

**BOthers**    **[ASK IF BEmpType=2]**
Do you have others working for you?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**BHowmany** **[ASK IF BOthers=1]**
How many people?

NUMERIC RANGE 0...9997
*Don't know*
*Refused*


**BEmpLong** **[ASK ALL]**
IF EMPLOYEE (IF BEmpstat=1): How long, in total, have you been working for your current employer?

IF SELF-EMPLOYED (IF BEmpstat=2): How long have you been self-employed in this job?

[IF BSelfEm=1 OR 6: INTERVIEWER NOTE: IF AGENCY WORKER OR SELF-EMPLOYED AS CONTRACTOR WORKING FOR AN ORGANISATION WITH OTHER EMPLOYEES, CURRENT JOB = CURRENT CONTRACT.]

INTERVIEWER: RECORD YEARS HERE AND MONTHS AT NEXT QUESTION.

IF LESS THAN 1 YEAR, CODE 0 AND SPECIFY MONTHS AT THE NEXT QUESTION
IF 5 YEARS OR MORE – NO NEED TO ASK FOR MONTHS

NUMERIC RANGE 0…90
*Don't know*
*Refused*


**BMonths** **[ASK IF BempLong<5 OR DK OR REF]**
INTERVIEWER: RECORD MONTHS (UP TO 11)

IF LESS THAN 2 WEEKS IN THE JOB, CODE 0;

NUMERIC RANGE 0…11
*Don't know*
*Refused*


**BPerm** **[ASK IF BEmpStat=1]**
Leaving aside your own personal intentions and circumstances, is your job...
READ OUT

1. a permanent job
2. or, is there some way that it is NOT permanent?
DO NOT READ OUT
*3. Don't know*
4. *Refused*

**BTemp**   **[ASK IF BPerm=2]**

In what way is the job NOT permanent?
Is it...
READ OUT

1.  seasonal work
2.  done under contract for a fixed period or for a fixed task
3.  agency temping
4.  casual type of work
5.  or, was there some other way that it was not permanent? (SPECIFY)
DO NOT READ OUT
6.  *Don't know*
7.  *Refused*


**BFulTime**   **[ASK ALL]**

In your job, are you working full-time or part-time?

1.  Full-time
2.  Part-time
3.  *Don't know*
4.  *Refused*


**BHours**   **[ASK ALL]**

How many hours per week do you usually work?

INTERVIEWER: EXCLUDE MEAL BREAKS BUT INCLUDE 'USUAL'
OVERTIME
IF 'It varies' CODE NULL

NUMERIC RANGE 1…168
*Don't know*
*Refused*


**[If BFulTim=1 and BHours<30]**
THIS RESPONDENT SAID THEY WORKED FULL-TIME BUT FOR LESS THAN 30 HOURS
PER WEEK. PLEASE CHECK THIS IS CORRECT. IF NOT, PLEASE GO BACK TO BFULTIM
AND RECODE.


**[If BFulTim=2 and BHours>29]**
THIS RESPONDENT SAID THEY WORKED PART-TIME BUT FOR MORE THAN 29 HOURS
PER WEEK. PLEASE CHECK THIS IS CORRECT. IF NOT, PLEASE GO BACK TO BFULTIM
AND RECODE.


**[If BHours>99]**
YOU HAVE ENTERED THAT THIS RESPONDENT WORKS FOR 100 OR MORE HOURS A
WEEK. IS THIS CORRECT? IF NOT, PLEASE GO BACK TO BHOURS AND RE-ENTER
NUMBER OF HOURS WORKED.

**BHrsdec**  **[ASK ALL]**

How much do you agree or disagree with the following statement?

"I can decide the time I start and finish work"

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
5. *Don't know*
6. *Refused*


**BWorkNo**  **[ASK ALL]**

How many people work at, or from, the place where you work?

INTERVIEWER: PROBE FOR BEST ESTIMATE, IF UNABLE TO SAY, CODE DK AND USE BANDS AT NEXT QUESTION

NUMERIC RANGE 1…99997
*Don't know*
*Refused*


**[If BWorkNo < BManNo + 1]**
THIS RESPONDENT SAID THAT THE NUMBER OF PEOPLE HE/SHE SUPERVISES/MANAGES IS THE SAME AS OR GREATER THAN THE NUMBER OF PEOPLE WHO WORK AT THEIR WORKPLACE. PLEASE CHECK THIS WITH RESPONDENT AND GO BACK TO BMANNO TO RECODE IF NECESSARY.

**[If BWorkNo < BHowMany + 1]**
THIS RESPONDENT SAID THAT THE NUMBER OF PEOPLE WHO WORK FOR THEM IS THE SAME AS OR GREATER THAN THE NUMBER OF PEOPLE WHO WORK AT THEIR WORKPLACE. PLEASE CHECK THIS WITH RESPONDENT AND GO BACK TO BHOWMAN TO RECODE IF NECESSARY.


**BManyWrk**  **[ASK IF BWorkNo=DK OR REF]**

INTERVIEWER: IF DOESN'T KNOW THE NUMBER OF PEOPLE WHERE THEY WORK, PROMPT TO SEE IF THEY CAN GIVE AN ANSWER IN THE FOLLOWING SIZE BANDS:

1. 1 to 2
2. 3 to 9
3. 10 to 24
4. 25 to 49
5. 50 to 99
6. 100 to 199
7. 200 to 499
8. 500 to 999
9. 1000 or more
10. Don't know but less than 25
11. Don't know but more than 25
12. *Refused*

**BGender**  **[ASK ALL]**
In your workplace, is your type of job done...
READ OUT

1. almost exclusively by men
2. mainly by men
3. by a fairly equal mixture of men and women
4. mainly by women
5. or, almost exclusively by women
6. *Don't know*
7. *Refused*


**BWhere**  **[ASK ALL]**
SHOW CARD B2
In your job, where do you mainly work? Please answer from this card.

CODE ONE ONLY

A. At home
B. In the same grounds and buildings as home (eg, in adjoining property or surrounding land)
C. At a single workplace away from home (eg, office, factory or shop)
D. In a variety of different places of work (eg, working on clients' premises or in their homes
E. Working on the move (eg, delivering products or people to different places)
NOT ON SHOW CARD
F. *Don't know*
G. *Refused*


**BPlace1…**  **[ASK ALL]**
**BPlace6**  SHOW CARD B2.
Still looking at Card B2, in the last seven days have you spent at least ONE FULL DAY working in any of the other places on this card?

CODE ALL THAT APPLY
(NB: response list excludes answer given at BWhere)

A. At home
B. In the same grounds and buildings as home (eg, in adjoining property or surrounding land)
C. At a single workplace away from home (eg, office, factory or shop)
D. In a variety of different places of work (eg, working on clients' premises or in their homes
E. Working on the move (eg, delivering products or people to different places)
NOT ON SHOW CARD
F. None of these
G. *Don't know*
H. *Refused*

**BWorkWit**   **[IF BEmpStat=1]**
Do you usually work on your own or does your work involve working together as a group with one or more other employees in a similar position to yours?

INTERVIEWER: IF YES, PROBE FOR ONE OR TWO+ GROUPS

1.   Usually work on own
2.   Work in one work group
3.   Work in two or more different work groups
4.   Other (SPECIFY)
5.   *Don't know*
6.   *Refused*

**BLearnGrp**   **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B3
How much do you agree or disagree with the following statement?

"I am able to learn new skills through working with other members of my work group?"

1.   Strongly agree
2.   Agree
3.   Disagree
4.   Strongly disagree
NOT ON SHOW CARD
5.   *Don't know*
6.   *Refused*

**BCircle**   **[IF BEmpStat=1]**
Some organisations have groups of employees who meet regularly to think about improvements that could be made within the organisation. These are sometimes called **Quality Circles**.

Are you involved in a Quality Circle or a similar group at work?

1.   Yes
2.   No
3.   *Don't know*
4.   *Refused*

**BMonito1…** **[ASK ALL]**
**BMonito8** SHOW CARD B4

How is the quality of your work monitored?

CODE ALL THAT APPLY

1. Managers and supervisors monitor quality
2. Inspectors in a separate department or section monitor quality
3. I monitor the quality of my own work
4. Records are kept on the level of faults/complaints
5. Customer surveys
6. The team I work in monitors quality
8. Some other way (SPECIFY)
7. None: the quality is not monitored
9. *Don't know*
10. *Refused*

**BUseSkil** **[ASK ALL]**

How much do you agree or disagree with the following statement:

"In my current job I have enough opportunity to use the knowledge and skills that I have"

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
5. *Don't know*
6. *Refused*

**BQuals01…**  **[ASK ALL]**
**BQuals20**  SHOW CARD B5

If they were applying today, what qualifications, if any, would someone need to **get** the type of job you have now?

INTERVIEWER: CODE **ALL** MENTIONED

1. None/no qualifications
2. GCSE D-G/CSE below Grade 1/GNVQ Foundation
3. GCSE A*-C/GNVQ Intermediate/GCE 'O' Level/CSE Grade 1/School Certificate of Matriculation
4. GCE 'A' Level/GNVQ Advanced
5. SCE Standard (4-7)/Ordinary (below C)
6. SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower
7. SCE Higher or SLC/SUPE Higher
8. Certificate of Sixth Year Studies
9. NVQ level 1 (or SNVQ1)
10. NVQ level 2 (or SNVQ 2)
11. NVQ level 3 (or SNVQ 3) or ONC/OND (or SNC/SND)
12. NVQ level 4 (or SNVQ 4) or HNC/HND (or SHNC/SHND)
13. University Certificate/Diploma (Not Degree)
14. SCOTVEC National Certificate
15. SCOTBEC/SCOTEC Certificate/Diploma
16. Clerical/commercial (eg typing or book-keeping)
17. Nursing (eg SCM, RGN, SRN, SEN)
18. Teaching
19. Other Professional (eg law, medicine)
20. University or CNAA Degree
21. Masters or PhD Degree
22. Completion of Trade Apprenticeship
23. Professional qualification without sitting exam
24. Other (SPECIFY)
NOT ON SHOW CARD
25. *Don't know*
26. *Refused*

**BPossess**  **[ASK IF BQuals=2-24]**
SHOW CARD B6
How necessary do you think it is to possess **those** qualifications to **do** your job competently?

1. Totally unnecessary
2. Not really necessary
3. Fairly necessary
4. Essential
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**BThing1…** **[ASK ALL]**
**BThing7** SHOW CARD B7
Looking at the list on this card, which of the following things would someone need to get the type of job you have now?

CODE ALL THAT APPLY

A. Right age for the job
B. Educational or technical qualifications
C. Previous experience of similar work
D. Previous employment in the organisation you work for
E. A natural ability or fitness for this type of work
F. Motivation
G. None of these
NOT ON SHOW CARD
H. Don't know
I. Refused

**BThing8** **[ASK IF MORE THAN 1 CODED FOR BThing]**
What is the most important thing?

(NB: response list only lists answers given at BThing)

A. Right age for the job
B. Educational or technical qualifications
C. Previous experience of similar work
D. Previous employment in the organisation you work for
E. A natural ability or fitness for this type of work
F. Motivation
G. None of these
NOT ON SHOW CARD
H. Don't know
I. Refused

**BThing9** **[ASK IF MORE THAN 2 CODED FOR BThing]**
What is the second most important thing?

(NB: response list only lists answers given at BThing minus the code given at BThing8)

A. Right age for the job
B. Educational or technical qualifications
C. Previous experience of similar work
D. Previous employment in the organisation you work for
E. A natural ability or fitness for this type of work
F. Motivation
G. None of these
NOT ON SHOW CARD
H. Don't know
I. Refused

**BLearn**     **[ASK ALL]**
How long did it take for you, after you first started doing this type of job, to learn to do it well?

INTERVIEWER: IF ANSWERS 'STILL LEARNING', ASK: 'How long do you **think** it will take?':

1. Less than 1 week
2. Less than 1 month
3. 1 month and over, up to 3 months
4. 3 months and over, up to 6 months
5. 6 months and over, up to 1 year
6. 1 year and over, up to 2 years
7. 2 years and over
NOT ON SHOW CARD
8. *Don't know*
9. *Refused*

**BReason1…**  **[ASK IF BLearn=1-3]**
**BReason4**   Can I just check, what is the main reason that you could learn to do this type of job well in this time?

Is it...
READ OUT
CODE ALL THAT APPLY

1. because the job is relatively straightforward?
2. because your education prepared you especially well for this type of job?
3. because you have a natural aptitude for this type of job?
4. some other reason (SPECIFY)
5. *Don't know*
6. *Refused*

**BTrained**   **[ASK ALL]**
Since completing full-time education, have you ever had, or are you currently undertaking, training for the type of work that you currently do?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**BFinished**  **[ASK IF BTrained=1]**
Has this training now finished?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**BTLast** **[ASK IF BTrained=1]**
SHOW CARD B8
How long, in total, (IF BFinished=1: did/IF BFinished=2: will) that training last?

INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE **TOTAL** LENGTH OF TIME TRAINING SESSIONS (IF BFinished=1: LASTED/IF BFinished=2: WILL LAST)

1. Less than 1 week
2. Less than 1 month
3. 1 month or more, up to 3 months
4. 3 months or more, up to 6 months
5. 6 months or more, up to 1 year
6. 1 year or more, up to 2 years
7. 2 years or more
NOT ON SHOW CARD
8. *Don't know*
9. *Refused*


**BTLast2** **[ASK IF BFinished=2]**
SHOW CARD B8
How long, in total, has it lasted so far?

IF MORE THAN ONE PERIOD OF TRAINING, CODE **TOTAL** LENGTH OF TIME TRAINING SESSIONS HAVE LASTED SO FAR

1. Less than 1 week
2. Less than 1 month
3. 1 month or more, up to 3 months
4. 3 months or more, up to 6 months
5. 6 months or more, up to 1 year
6. 1 year or more, up to 2 years
7. 2 years or more
NOT ON SHOW CARD
8. *Don't know*
9. *Refused*


**BTQuals** **[ASK IF BTrained=1]**
(IF BFinished=1: Did/IF BFinished=2: Will) any of this training lead to a qualification?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**BWorkHr1…** **[ASK ALL]**
**BWorkHr7** SHOW CARD B9
Which, if any, of the things on this card are important in determining how hard you work in your job?

CODE **ALL** MENTIONED

1. A machine or assembly line
2. Clients or customers
3. A supervisor or boss
4. Your fellow workers or colleagues
5. Your own discretion
6. Pay incentives
7. Reports and appraisals
8. None of these
9. *Don't know*
10. *Refused*

**BEffort** **[ASK ALL]**
How much effort do you put into your job **beyond** what is required?

Is it...
READ OUT

1. a lot,
2. some,
3. only a little
4. or none?
5. *Don't know*
6. *Refused*

**IntroB1** **[ASK ALL]**
SHOW CARD B10
I am now going to read out a number of statements about your job.

For each one, please tell me how much you agree or disagree with the statement:

**BHard** **[ASK ALL]**
SHOW CARD B10
"My job requires that I work very hard"

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**BTension**    **[ASK ALL]**
SHOW CARD B10
"I work under a great deal of tension"

1.  Strongly agree
2.  Agree
3.  Disagree
4.  Strongly disagree
NOT ON SHOW CARD
5.  *Don't know*
6.  *Refused*


**BNewThin**    **[ASK ALL]**
SHOW CARD B10
"My job requires that I keep learning new things"

1.  Strongly agree
2.  Agree
3.  Disagree
4.  Strongly disagree
NOT ON SHOW CARD
5.  *Don't know*
6.  *Refused*


**BHelpOth**    **[ASK IF BWorkNo>1 OR DK OR REF]**
SHOW CARD B10
"My job requires that I help my colleagues to learn new things"

1.  Strongly agree
2.  Agree
3.  Disagree
4.  Strongly disagree
NOT ON SHOW CARD
5.  *Don't know*
6.  *Refused*


**BChoice**    **[ASK ALL]**
How much choice do you have over the way in which you do your job…
READ OUT

1.  a great deal of choice,
2.  some choice,
3.  hardly any choice,
4.  or no choice at all?
DO NOT READ OUT
5.  *Don't know*
6.  *Refused*

**BRepeat** **[ASK ALL]**
How often does your work involve carrying out short, repetitive tasks...
READ OUT

1. never,
2. rarely,
3. sometimes,
4. often,
5. or always?
DO NOT READ OUT
6. *Don't know*
7. *Refused*


**BVariety** **[ASK ALL]**
How much variety is there in your job? Is there...
READ OUT

1. a great deal,
2. quite a lot,
3. some,
4. a little,
5. or none at all?
DO NOT READ OUT
6. *Don't know*
7. *Refused*


**BSuper** **[ASK ALL]**
SHOW CARD B11
How closely are you supervised in your job?

1. Very closely
2. Quite closely
3. Not very closely
4. Not at all closely
5. Don't Know, NODK
NOT ON SHOW CARD
6. *Refused*


**BAtRisk** **[ASK ALL]**
Do you think your health and safety is at risk because of your work?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**BDecide**     **[ASK ALL]**
SHOW CARD B12
How true would you say each of the following statements is about your job?

'My job allows me to take part in making decisions that affect my work':

1.  Very True
2.  True
3.  Somewhat true
4.  Not at all true
NOT ON SHOW CARD
5.  *Don't know*
6.  *Refused*


**BOTime**     **[ASK ALL]**
SHOW CARD B12
(How true would you say each of the following statements is about your job?)

'I often have to work extra time, over and above the formal hours of my job, to get through the work or to help out':

1.  Very True
2.  True
3.  Somewhat true
4.  Not at all true
NOT ON SHOW CARD
5.  *Don't know*
6.  *Refused*


**BSpeed**     **[ASK ALL]**
SHOW CARD B13
How often does your work involve working at very high speed?

1.  All the time
2.  Almost all the time
3.  Around three quarters of the time
4.  Around half the time
5.  Around quarter of the time
6.  Almost never
7.  Never
NOT ON SHOW CARD
8.  *Don't know*
9.  *Refused*

**BDeadL** **[ASK ALL]**
SHOW CARD B13
How often does your work involve working to tight deadlines?

1. All the time
2. Almost all the time
3. Around three quarters of the time
4. Around half the time
5. Around quarter of the time
6. Almost never
7. Never
NOT ON SHOW CARD
8. *Don't know*
9. *Refused*

**BMe1** **[ASK ALL]**
SHOW CARD B14
How much influence do **you personally** have on how hard you work?

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**BMe2** **[ASK ALL]**
SHOW CARD B14
And how much influence do **you personally** have on…

'deciding what tasks you are to do?'

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**BMe3**     **[ASK ALL]**
SHOW CARD B14
(And how much influence do **you personally** have on …)

'deciding how you are to do the task?'

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BMe4**     **[ASK ALL]**
SHOW CARD B14
(And how much influence do **you personally** have on …)

'deciding the quality standards to which you work?'

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BMeSat**    **[ASK ALL]**
Thinking about the influence you personally have on the way you are able to do
your job, would you like to have more influence, about the same as you have
now, or would you prefer to have less influence?

1. Much more influence
2. Somewhat more influence
3. About the same influence as now
4. Less influence
5. *Don't know*
6. *Refused*

**BGroup1**  **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
Earlier, you said you work as part of a group.
[IF BWorkWit=3: Thinking about the group in which you spend most time, and excluding/If BWorkwit=2: Excluding] the supervisor if there is one, how much influence do the others in this group have on…

'how hard you work?'

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BGroup2**  **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
And how much influence does your work group have on…

'deciding what tasks you are to do?'

NOTE: EXCLUDNG THE SUPERVISOR, IF THERE IS ONE

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BGroup3**  **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
And how much influence does your work group have on…

'deciding how you are to do the task?'

NOTE: EXCLUDNG THE SUPERVISOR, IF THERE IS ONE

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**BGroup4**     **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
And how much influence does your work group have on…

'deciding the quality standards to which you work?'

NOTE: EXCLUDNG THE SUPERVISOR, IF THERE IS ONE

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BGroup5**     **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
And how much influence does your work group have on…

'selecting group members?'

NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BGroup6**     **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
And how much influence does your work group have on…

'selecting group leaders?'

NOTE: EXCLUDNG THE SUPERVISOR, IF THERE IS ONE

1. A great deal
2. A fair amount
3. Not much
4. None at all
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**BGroup7**   **[ASK IF BWorkWit=2 OR 3]**
SHOW CARD B14
And how much influence does your work group have on…

'setting targets for the group?'

NOTE: EXCLUDNG THE SUPERVISOR, IF THERE IS ONE

1.   A great deal
2.   A fair amount
3.   Not much
4.   None at all
NOT ON SHOW CARD
5.   *Don't know*
6.   *Refused*


**BGrSat**   **[ASK IF BWorkWit=2 OR 3]**
Thinking about the influence your work group has on the way you are able to do your job, would you like it to have more influence, about the same as it has now, or would you prefer it to have less influence?

1.   Much more influence
2.   Somewhat more influence
3.   About the same influence as now
4.   Less influence
5.   *Don't know*
6.   *Refused*


**BSup1**   **[IF BEmpStat=1]**
SHOW CARD B14
How much influence does your (main) supervisor or superior have on…

'how hard you work?'

1.   A great deal
2.   A fair amount
3.   Not much
4.   None at all
5.   Not applicable: eg no supervisor
NOT ON SHOW CARD
6.   *Don't know*
7.   *Refused*

**BExhaust**  **[ASK ALL]**
How often do you come home from work exhausted…
READ OUT

1. always,
2. often,
3. sometimes,
4. hardly ever,
5. or never?
DO NOT READ OUT
6. *Don't know*
7. *Refused*


**BLookFor**  **[ASK ALL]**
SHOW CARD B15
If you were looking for work today, how easy or difficult do you think it would be
for you to find as good a job as your current one?

1. Very easy
2. Quite easy
3. Quite difficult
4. Very difficult
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**BLoseJob**  **[ASK ALL]**
Do you think there is any chance at all of you losing your job and becoming
unemployed in the next twelve months?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**BLoseLik**  **[ASK IF BLoseJob=1]**
SHOW CARD B16
From this card, how would you rate the likelihood of this happening?

1. Very likely
2. Quite likely
3. Evens
4. Quite unlikely
5. Very unlikely
6. *Don't know*
7. *Refused*

**BTrKnow**  **[IF BEmpStat=1]**
SHOWCARD B17
I want you to think about the time when you first chose a job with your present employer. Which of the following best describes the impression you had at **that time** about the training opportunities it would provide?

PROMPT IF NECESSARY: Please think back to the impression you had at the time when you chose your job

1. I thought that the job would provide good training opportunities
2. I thought that it would be difficult to get training opportunities
3. I didn't have much of an impression about the training opportunities the job would offer
4. *Don't know*
5. *Refused*


**BTrTake**  **[ASK IF BTrKnow=1]**
SHOWCARD B18
Once again, I would like you to think about the time when you first chose a job with your present employer. At that time, how important were those training opportunities **in your decision to take the job**?

PROMPT IF NECESSARY: Please think back to the time when you first chose your job

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
6. *Don't know*
7. *Refused*

# BLOCK C

## Detailed Job Analysis Questions

**CAcce**    **[ASK ALL]**

The next questions are about things which may or may not be part of your job. At this stage, we are interested in finding out **what types of activities your job involves and how important these are**.

My computer is set up so that you can look at the questions on the screen and type the answers in yourself. Instructions about which keys you need to press to answer the questions will be shown on the screen.

INTERVIEWER: HAS THE RESPONDENT ACCEPTED THE SELF-COMPLETION?

1.    Respondent completion
2.    Interviewer completion, NO DK, NO REF

**CArint**    **[ASK IF CAcce=1]**

INTERVIEWER: HAND RESPONDENT THE LAPTOP.

The following questions all ask you to choose one answer from those listed on the screen.

Please choose your answer by PRESSING THE NUMBER NEXT TO THE ANSWER YOU WANT TO GIVE and then PRESSING THE SPACE BAR (THE LARGE BAR AT THE BOTTOM OF THE KEYBOARD) to see your answer on the screen. TO MOVE ON TO THE NEXT QUESTION, PRESS THE KEY WITH THE RED STICKER. Please ask the interviewer if you want any help.

PRESS 1 AND THE KEY WITH THE RED STICKER TO MOVE ON.

1.    Continue

**CSelf**    **[ASK IF CAcce=1]**

You will now be asked about different activities which may or may not be part of your job. We are interested in finding out **what activities your job involves and how important these are**.

If the activity is NOT part of your job, please use number 5.

PRESS 1 AND THE KEY WITH THE RED STICKER TO MOVE ON

1.    Continue

**CNoac**     **[IF CAcce=2]**
INTERVIEWER - CODE REASON(S) WHY RESPONDENT REFUSED OR
WANTED INTERVIEWER TO COMPLETE

1. Didn't like computer
2. Eyesight problems
3. Other disability
4. Objected to study
5. Worried about confidentiality
6. Problems reading/writing
7. Ran out of time
8. Language problems
9. Couldn't be bothered
10. Children present/tending to children
11. Other people present in room
12. Other (SPECIFY)
13. *Don't know*
14. *Refused*


**CAIntl**     **[IF CAcce=2]**
AS THIS SECTION IS TO BE COMPLETED BY YOU, PLEASE READ OUT THE
QUESTIONS AS NORMAL. IF AN ACTIVITY IS NOT PART OF THE
RESPONDENT'S JOB, THEY CAN CHOOSE CODE 5 FROM CARD C1,
WHICH MEANS 'NOT APPLICABLE'

1. Continue


**CDetail**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
Firstly, in your job, how important is paying close attention to detail?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CPeople**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)

In your job, how important is dealing with people?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CTeach**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)
'instructing, training or teaching people, individually or in groups?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CSpeech**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
How important is making speeches or presentations?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CPersuad**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'persuading or influencing others?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CSelling**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'selling a product or service?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CCaring** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is counselling, advising or caring for customers or clients?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CTeamwk** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'working with a team of people?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CListen** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'listening carefully to colleagues?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CStrengt** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'physical strength (for example, to carry, push or pull heavy objects?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CStamina**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'physical stamina (to work for long periods on physical activities)?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CHands**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'skill or accuracy in using your hands or fingers (for example, to mend, repair, assemble, construct or adjust things)?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CTools**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is knowledge of how to use or operate tools, equipment or machinery?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CProduct**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'knowledge of particular products or services?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CSpecial**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'specialist knowledge or understanding?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**COrgWork**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'knowledge of how your organisation works?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CUsePc**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'using a computer, 'PC', or other types of computerised equipment?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CFaults** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(In your job, how important is…)

'spotting problems or faults?'
The problems or faults could be with your own work, someone else's work or equipment.

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CCause** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'working out the cause of problems or faults?'
The problems or faults could be with your own work, someone else's work or equipment.

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CSolutn** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'thinking of solutions to problems?'
The problems could be with your own work, someone else's work or equipment.

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CAnalyse**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'analysing complex problems in depth?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CNoErrors**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'checking things to ensure that there are no errors?'
This could be with your own work or someone else's.

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CMistake**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'noticing when there is a mistake?'
This could be with your own work or someone else's.

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CPlanMe**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is planning your own activities?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CPlanOth**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'planning the activities of others?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CMyTime**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'organising your own time?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CAhead**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is thinking ahead?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CRead**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'reading written information such as forms, notices or signs?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CShort**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'reading short documents such as short reports, letters or memos?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CLong**     **[ASK IF (CRead<>5) OR (CShort<>5)]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'reading long documents such as long reports, manuals, articles or books?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CWrite**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is writing material such as forms, notices or signs?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CWritesh**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'writing short documents (for example, short reports, letters or memos)?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CWritelg**  **[ASK IF (CWrite<>5) OR (CWritesh<>5)]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'writing long documents with correct spelling and grammar (for example, long reports, manuals, articles or books)?'

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CCalca**  **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is adding, subtracting, multiplying or dividing numbers? (Note: Using a calculator or computer if necessary.)

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CPercent**  **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important are…)

'calculations using decimals, percentages or fractions?' (Note: Using a calculator or computer if necessary.)

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CStats**  **[ASK IF (CCalca<>5) OR (CPercent<>5)]**
(IF CAcce=2: SHOW CARD C1)
(And how important are…)
'calculations using more advanced mathematical or statistical procedures?'
(Note: Using a calculator or computer if necessary.)

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CNetuse** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is using the Internet? This could include an intranet or internal electronic communication system.

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CCoop** **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'cooperating with colleagues?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CMotivat** **[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is motivating the staff whom you manage or supervise?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CThings** **[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'keeping a close control over resources?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**CCoach**      **[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'coaching the staff whom you manage?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CCareers**    **[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**
(IF CAcce=2: SHOW CARD C1)
(And how important is…)

'developing the careers of the staff whom you manage?'

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CFuture**     **[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is making strategic decisions about the future of your
organisation?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF


**CMefeel**     **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is managing your own feelings?

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
NO DK, NO REF

**COthfeel**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is handling the feelings of other people?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CLookprt**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is looking the part?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CSoundprt**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is sounding the part?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF


**CForLang**    **[ASK ALL]**
(IF CAcce=2: SHOW CARD C1)
In your job, how important is being able to speak fluently a language other than
English [ADD "OR WELSH" FOR INTERVIEWS IN WALES]?

1.  Essential
2.  Very important
3.  Fairly important
4.  Not very important
5.  Not at all important/Does not apply
NO DK, NO REF

**CEnd**     **[ASK IF CAcce=1]**
Thank you.

PLEASE TELL THE INTERVIEWER YOU HAVE FINISHED ANSWERING THIS SET OF QUESTIONS.

1.   Continue

# BLOCK D

## Computing Skills and Qualifications Questions

I am now going to ask some more questions about your current job.

**DPastSki**   **[ASK ALL]**
How much of your past experience, skill and abilities can you make use of in your present job?

READ OUT

1. Very little
2. A little
3. Quite a lot
4. Almost all
5. *Don't know*
6. *Refused*

**DSkhow**   **[ASK ALL]**
SHOW CARD D1
To what extent were the following activities helpful in developing the skills and knowledge you need to do your job?

IF NOT APPLICABLE, CODE 'NULL'

(Statements appear in a loop)

"Doing this job or similar work on a regular basis",
"Studying for educational qualifications",
"Studying for technical qualifications",
"Watching and listening to others at work, or being shown by others while you work",
"Doing a training course with your current employer, away from your usual place of work",
"Doing a training course with a previous employer, away from your usual place of work",
"Reading manuals, books, videos or on-line materials",
"Activities outside of work, education, or training",

1. A great deal of help
2. Quite a lot of help
3. Of some help
4. A little help
5. Of no help at all
NOT ON SHOW CARD
6. *Don't know*
7. *Refused*

CHECK DISTRIBUTION IN PILOT

**DSkhowX** **[ASK ALL]**
And were any other activities helpful in developing the skills and knowledge you need to do your job?

RECORD ACTIVITIES THAT WERE USEFUL OR 'NULL' IF NONE

OPEN

**DSk9** **[ASK IF DSkhowX<>NULL]**
SHOW CARD D1
And to what extent was this activity/were these activities helpful in developing the skills and knowledge you need to do your job?

REFERS TO ACTIVITIES JUST MENTIONED: "insert answer from DSkhowX"

1. A great deal of help
2. Quite a lot of help
3. Of some help
4. A little help
5. Of no help at all
NOT ON SHOW CARD
6. Don't know
7. Refused

**DUsePC** **[ASK IF CUsePc=1-4]**
SHOW CARD D2
Which of the words in CAPITALS best describes your use of computers or computerised equipment in your job?

CODE NULL IF RESPONDENT SAYS DOESN'T USE PC AT ALL

1. ...STRAIGHTFORWARD (for example, using a computer for straightforward routine procedures such as printing out an invoice in a shop)
2. ...MODERATE (for example, using a computer for word-processing and/or spreadsheets or communicating with others by 'e-mail')
3. ...COMPLEX (for example, using a computer for analysing information or design, including use of computer aided design or statistical analysis packages)
4. ...or ADVANCED (for example, using computer syntax and/or formulae for programming)
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**DHowNe01… [ASK IF CNetuse=1-4]**
**DHowNe10**   SHOW CARD D3

When your job involves using the Internet, which of these do you do?

CODE ALL THAT APPLY.
CODE NULL IF RESPONDENT SAYS DOESN'T USE INTERNET AT ALL

1.  Communicate with colleagues by e-mail
2.  Communicate with others outside your organisation by e-mail
3.  Seek information about your organisation
4.  Seek information about products or services from potential suppliers
5.  Deliver information or knowledge to clients or customers
6.  Deliver a product or service to clients or customers
7.  Buy or sell products or services
8.  Update web pages
9.  Design and construct web sites
10. Other
NOT ON SHOW CARD
*11. Don't know*
*12. Refused*

**DSchool**       **[ASK ALL]**

What type of school did you last attend?

1.  A comprehensive school
2.  A state grammar school
3.  A secondary modern school
4.  A private school
5.  A City Technology College
6.  Other
*7.  Don't know*
*8.  Refused*

**DSiblings**     **[ASK ALL]**

When you were a child, did you have any brothers or sisters living in the same household?

1.  Yes
2.  No
*3.  Don't know*
*4.  Refused*

**DBrthOrder** **[ASK IF DSiblings=1]**

In relation to your brothers and sisters, were you the eldest, second, third or subsequent child?

1. Eldest (first born)
2. Second born
3. Third
4. Fourth
5. Fifth
6. Sixth
7. Seventh
8. Eighth
9. Ninth
10. Tenth or later
11. *DK*
12. *Refused*


**DTEA** **[ASK ALL]**

How old were you when you finished your continuous full-time education?

INTERVIEWER: RECORD AGE TO NEAREST YEAR UP TO 28.
TREAT A GAP YEAR AS IF IN FULL-TIME EDUCATION.
CODE 29 IF STILL IN FULL TIME EDUCATION"

NUMERIC RANGE 10…29
*Don't know*
*Refused*


**DPaidWk** **[ASK ALL]**

Since leaving full-time education, how many years **in total** have you been in **paid work**?

INTERVIEWER: RECORD NUMBER OF YEARS IN TOTAL.
EXCLUDE ANY TIME AWAY FROM WORK DUE TO, EG CHILDCARE OR LONG-TERM SICKNESS. EXCLUDE ANY PAID WORK DONE BEFORE LEAVING FULL-TIME EDUCATION.

RECORD TO NEAREST YEAR.

IF LESS THAN SIX MONTHS CODE '0'

NUMERIC RANGE 0…55
*Don't know*
*Refused*


**[If DPaidWk>Aage]**
YOU HAVE ENTERED THAT THIS RESPONDENT HAS BEEN WORKING FOR MORE YEARS THAN THEIR AGE AT LAST BIRTHDAY! PLEASE GO BACK TO DPAIDWK AND RE-ENTER TOTAL YEARS IN PAID WORK.

**[If DPaidWk+Dtea>Aage]**
YOU HAVE ENTERED THAT THIS RESPONDENT HAD BEEN STUDYING AND WORKING FOR MORE YEARS THAN THEIR AGE AT LAST BIRTHDAY! PLEASE GO BACK TO DTEA AND/OR DPAIDWK AND RE-ENTER WHEN THEY FINISHED THEIR FULL-TIME EDUCATION AND/OR THEIR NUMBER OF YEARS IN PAID WORK.

**DQuals**     **[ASK ALL]**
SHOW CARD D4
Which qualifications do you have, starting with the highest qualifications?

CODE UP TO 3 QUALIFICATIONS FROM CARD D4

1. None/no qualifications
2. GCSE D-G/CSE below Grade 1/GNVQ Foundation
3. GCSE A\*-C/GNVQ Intermediate/GCE 'O' Level/CSE Grade 1/School Certificate of Matriculation
4. GCE 'A' Level/GNVQ Advanced
5. SCE Standard (4-7)/Ordinary (below C)
6. SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower
7. SCE Higher or SLC/SUPE Higher
8. Certificate of Sixth Year Studies
9. NVQ level 1 (or SNVQ1)
10. NVQ level 2 (or SNVQ 2)
11. NVQ level 3 (or SNVQ 3) or ONC/OND (or SNC/SND)
12. NVQ level 4 (or SNVQ 4) or HNC/HND (or SHNC/SHND)
13. University Certificate/Diploma (Not Degree)
14. SCOTVEC National Certificate
15. SCOTBEC/SCOTEC Certificate/Diploma
16. Clerical/commercial (eg typing or book-keeping)
17. Nursing (eg SCM, RGN, SRN, SEN)
18. Teaching
19. Other Professional (eg law, medicine)
20. University or CNAA Degree
21. Masters or PhD Degree
22. Completion of Trade Apprenticeship
23. Professional qualification without sitting exam
24. Other (SPECIFY)
NOT ON SHOW CARD
25. *Don't know*
26. *Refused*

**DDegree1…** **[ASK IF DQuals=20]**
**DDegree2** Was your undergraduate degree in…
READ OUT
CODE UP TO TWO SUBJECTS

1. Mathematics
2. Computing
3. Physical Sciences and Engineering
4. Biological Sciences
5. Social Sciences
6. English and Cultural Studies
7. Art and Design Studies
8. Business and Management Studies (include Economics)
9. Humanities
10. Law
11. Medicine
12. Other (SPECIFY)
DO NOT READ OUT
*13. Don't know*
*14. Refused*

**DUniv** **[ASK IF DQuals=20]**
Which university or other place of higher education awarded your undergraduate degree?

INTERVIEWER: IF MORE THAN ONE, ASK ABOUT FIRST UNDERGRADUATE DEGREE, IF EXTERNAL DEGREE (E.G. LONDON EXTERNAL) RECORD AS DESCRIBED. IF DEGREE AWARDED OUTSIDE GREAT BRITAIN, WRITE 'FOREIGN'.

OPEN

**DMaths** **[ASK IF (NOT DDegree=1)]**
What was the highest qualification, if any, that you obtained in mathematics?

1. GCE 'A' level or SCE Higher or SLC/SUPE Higher or Certificate of Sixth Year Studies
2. GCSE A\*-C or GCE 'O' Level or CSE Grade 1 or SCE Standard Grade 1-3 or SCE Ordinary Grade A-C or SLC/SUPE Lower
3. GCSE D-G or CSE below Grade 1 or SCE Standard Grades 4-7 or SCE Ordinary Grade below C
4. Other (SPECIFY)
5. None of these or no maths qualification
*6. Don't know*
*7. Refused*

**DDegclass**   **[ASK IF DQuals=20]**
What was the class of your undergraduate degree?

1.  First
2.  Upper Second
3.  Lower Second
4.  Third
5.  Pass
6.  Ordinary (non-honours) degree
*7.  Don't know*
*8.  Refused*


**DParint**   **[ASK ALL]**
When you were at school, how much interest would you say your parents took in how you were getting on there?

1.  A lot
2.  A fair amount
3.  A little
4.  None at all
*5.  Don't know*
*6.  Refused*


**DFinsit**   **[ASK ALL]**
Thinking about the financial situation at home when you were a child, how difficult would you say it was?

1.  Very difficult
2.  Quite difficult
3.  Neither easy nor difficult
4.  Quite easy
5.  Very easy
*6.  Don't know/Not applicable*
*7.  Refused*


**DHowDone**   **[ASK ALL]**
Thinking back to when you first started work, would you say that so far in your working life you have done…

READ OUT

1.  Much better than you expected
2.  A bit better than you expected
3.  About the same as you expected
4.  A bit less well than you expected
5.  Much less well than you expected
*6.  Don't know*
*7.  Refused*

# BLOCK F (New Block)

## Work Attitudes

SHOW CARD E1
Looking at this card, how important is each of these things in **your** life.
Firstly…

**FFam**        **[ASK ALL]**
Family

INTERVIEWER: 0 MEANS "EXTREMELY UNIMPORTANT AND 10 MEANS "EXTREMELY IMPORTANT"

NUMERIC RANGE 0…10,
where 0 is Extremely unimportant and 10 is Extremely important
*Don't know*
*Refused*

**FFriend**        **[ASK ALL]**
Friends

INTERVIEWER: 0 MEANS "EXTREMELY UNIMPORTANT AND 10 MEANS "EXTREMELY IMPORTANT"

NUMERIC RANGE 0…10,
where 0 is Extremely unimportant and 10 is Extremely important
*Don't know*
*Refused*

**FLtime**        **[ASK ALL]**
Leisure time

INTERVIEWER: 0 MEANS "EXTREMELY UNIMPORTANT AND 10 MEANS "EXTREMELY IMPORTANT"

NUMERIC RANGE 0…10,
where 0 is Extremely unimportant and 10 is Extremely important
*Don't know*
*Refused*

**FWork**        **[ASK ALL]**
Work

INTERVIEWER: 0 MEANS "EXTREMELY UNIMPORTANT AND 10 MEANS "EXTREMELY IMPORTANT"

NUMERIC RANGE 0…10,
where 0 is Extremely unimportant and 10 is Extremely important
*Don't know*
*Refused*

**FWorkcom**        **[ASK ALL]**
If you were to get enough money to live as comfortably as you would like for the rest of your life, would you continue to work, not necessarily in your present job, or would you stop working?

1.   Continue to work
2.   Stop working
3.   *Don't know*
4.   *Refused*

**Fworkcom1**        **[ASK IF FWorkcom=1]**
Ideally, how many hours a week would you like to work if you didn't need the money?

NUMERIC RANGE 0…168
*Don't know*
*Refused*

---

**[If Fworkcom1>99]**
YOU HAVE ENTERED THAT THIS RESPONDENT WOULD LIKE TO WORK FOR 100 OR MORE HOURS A WEEK. IS THIS CORRECT? IF NOT, PLEASE GO BACK TO FWORKC1 AND RE-ENTER NUMBER OF HOURS THEY WOULD LIKE TO WORK.

**FOrient1…** **[ASK ALL]**
**FOrient15** SHOW CARD E2
I am going to read out a list of some of the things people may look for in a job and I would like you to tell me how important you feel each is for you, choosing your answer from the card:

(ROTATE LIST)

Good promotion prospects
Good pay
Good relations with your supervisor or manager
A secure job
A job where you can use your initiative
Work you like doing
Convenient hours of work
Choice in your hours of work
The opportunity to use your abilities
Good fringe benefits
An easy work load
Good training provision
Good physical working conditions
A lot of variety in the type of work
Friendly people to work with

1. Essential
2. Very important
3. Fairly important
4. Not very important
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

# BLOCK E

## The Organisation

**Intro**         I'd now like to ask some general questions about the organisation
where you work.

**EliP**          **[ASK ALL]**
Is your organisation committed to or recognised as an Investor in People (liP)?

INTERVIEWER: liP IS A GOVERNMENT SCHEME TO PROMOTE LEARNING
IN ORGANISATIONS

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**EApprais**      **[IF BEmpStat=1]**
Do you have a formal appraisal system at your workplace?

INTERVIEWER: IF NECESSARY, ADD:
AN APPRAISAL SYSTEM IS A FORMAL ARRANGEMENT WHEREBY AN
INDIVIDUAL'S WORK PERFORMANCE IS DISCUSSED BY THE INDIVIDUAL
AND HIS OR HER LINE MANAGER.

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**EApp12m**       **[ASK IF EApprais=1]**
Have you been formally appraised at work in the last twelve months?

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**EAppearn**      **[ASK IF EApprais=1]**
Do appraisals affect your earnings in any way?

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**EAppt**      **[ASK IF EApprais=1]**

Do appraisals affect the amount of training you receive?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**EManMeet**      **[IF BEmpStat=1]**

At your workplace, does management organise meetings where you are informed about what is happening in the organisation?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**EViews**      **[IF BEmpStat=1]**

At your workplace, does management hold meetings in which you can express your views about what is happening in the organisation?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**EVmoney**      **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'the financial position of the organisation?'

1. Yes
2. No
3. *Don't know*
4. *Refused*

**EVinvest**      **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'the investment plans of the organisation?'

1. Yes
2. No
3. *Don't know*
4. *Refused*

**EVprac** **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'planned changes in working practices?'

1. Yes
2. No
3. *Don't know*
4. *Refused*


**EVprod** **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'planned changes in products or services?'

1. Yes
2. No
3. *Don't know*
4. *Refused*


**EVhealth** **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'health and safety issues?'

1. Yes
2. No
3. *Don't know*
4. *Refused*


**EVtrain** **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'training plans?'

1. Yes
2. No
3. *Don't know*
4. *Refused*


**EVoth** **[ASK IF EViews=1]**

(At these meetings can you express your views about…)

'other matters?

IF YES, PLEASE SPECIFY IN 'OTHER'

1. No
2. Other (SPECIFY)
3. *Don't know*
4. *Refused*

**ESuggest**     **[IF BEmpStat=1]**
Over the last year have you ever made suggestions to the people you work with, or to your managers, about ways of improving the efficiency with which work is carried out?

IF YES: 'Is that once or more than once in the last year?'

1. Yes, more than once
2. Yes, once
3. No
4. *Don't know*
5. *Refused*


**EComsat**     **[IF BEmpStat=1]**
SHOW CARD F1
Overall, how satisfied are you with communications between management and employees in your organisation?

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied
NOT ON SHOW CARD
8. *Don't know*
9. *Refused*


**EMesay**     **[IF BEmpStat=1]**
Suppose there was going to be some decision made at your place of work that changed the way you do your job. Do you think that you personally would have any say in the decision about the change or not?

1. Yes
2. No
3. It depends
4. *Don't know*
5. *Refused*

**EMeinE** **[ASK IF EMesay=1]**

How much say or chance to influence the decision do you think that you personally would have? ...
READ OUT

1. a great deal
2. quite a lot
3. or just a little
DO NOT READ OUT
4. *Don't know*
5. *Refused*


**EMoresay** **[IF BEmpStat=1]**

Do you think that you should have more or less say in the decisions that affect your work, or are you satisfied with the way things are?

1. Should have more say
2. Satisfied with the way things are
3. Should have less say
4. *Don't know*
5. *Refused*


**EProprt** **[ASK ALL]**

SHOW CARD F2
In your workplace, what **proportion** of employees work with computerised or automated equipment?

1. More than three-quarters
2. Half to three-quarters
3. About half
4. A quarter to half
5. Less than a quarter
6. None
NOT ON SHOW CARD
7. *Don't know*
8. *Refused*


**EFailure** **[ASK IF EProprt<>6]**

If all the computers or automated equipment used in your workplace were to fail, how long would it be before the main work activities would have to stop?

1. Immediately
2. More than an hour but within a day
3. Between one day and one week
4. One week or more, but at some point
5. Never
6. *Don't know*
7. *Refused*

**EUnions** **[ASK ALL]**

At your place of work, are there unions or staff associations?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**ERecog** **[ASK IF EUnions=1]**

Is any union or staff association recognised by management for negotiating pay and/or conditions of employment?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**EJoin** **[ASK IF EUnions=1]**

Is it possible for someone in your job to join a union or a staff association?
1. Yes
2. No
3. *Don't know*
4. *Refused*

**EMember** **[ASK ALL]**

Are you a member of a trade union or staff association?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**ETUsay** **[ASK IF EUnions=1]**

How much influence do the trade unions in your establishment have over the way work is organised?

READ OUT

1. A great deal
2. A fair amount
3. Not much
4. None at all
5. *Don't know*
6. *Refused*

**ETUtrn**  **[ASK IF EUnions=1]**
Does your union encourage you to take up training?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**ESector**  **[IF BEmpStat=1]**
Is your organisation a private sector organisation such as a company, or a public sector body such as local or national government, schools or the health service, or a non-profit organisation such as a charity?

1. Private sector
2. Public sector
3. Non-profit organisation
4. *Don't know*
5. *Refused*


**EOwner**  **[ASK IF ESector=1]**
Is this organisation...
READ OUT

1. wholly UK-owned
2. partly UK-owned, or
3. wholly foreign-owned
DO NOT READ OUT
4. *Don't know*
5. *Refused*


**ECompete**  **[ASK ALL]**
SHOW CARD F3
Which of the options on this card best describes the degree of competition faced by your organisation?

NOTE CODE 6 = NOT APPLICABLE

1. Very high
2. High
3. Neither high nor low
4. Low
5. Very low
6. Not applicable
NOT ON SHOW CARD
7. *Don't know*
8. *Refused*

**EDoWell** **[IF BEmpStat=1]**
SHOW CARD F4
Thinking about your feelings towards the organisation you work for, I would like to ask you to what extent you agree or disagree with the following statements.

Firstly: 'I am willing to work harder than I have to in order to help this organisation succeed.'

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**ENoLoyal** **[IF BEmpStat=1]**
SHOW CARD F4
I feel very little loyalty to this organisation.

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**EValues** **[IF BEmpStat=1]**
SHOW CARD F4
I find that my values and the organisation's values are very similar.

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**EInspire** **[IF BEmpStat=1]**
SHOW CARD F4
And to what extent do you agree that 'this organisation really inspires the very best in me in the way of job performance'?

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

**EProud**    **[IF BEmpStat=1]**
SHOW CARD F4
I am proud to be working for this organisation.

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**Estaying**    **[IF BEmpStat=1]**
SHOW CARD F4
How much do you agree or disagree with the following statement: 'I would take almost any job to keep working for this organisation'

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**ETurnD**    **[IF BEmpStat=1]**
SHOW CARD F4
How much do you agree or disagree with the following statement: 'I would turn down another job with more pay in order to stay with this organisation'

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*

# BLOCK G

## Pay Questions

Now turning to some questions about pay.

---

*DERIVED STATUS VARIABLE: GEmpStat*
*Employee = (BEmpType = Employee) OR (BSelf = Agency)*
*SelfEmpl = All others*

*NB If (BEmpType=Employee) AND (BPdWage=No) AND (BSelfEm1-8<>Agency) then compute as SelfEmpl*

---

**GGross**      **[If GEmpStat=1]**
What is your usual **gross** pay **before** deductions for tax, national insurance and before any tax credits which you may receive?

IF NO USUAL PAY, RECORD PAY IN LAST FULL PAY PERIOD. ENTER THE AMOUNT WITH TWO DECIMAL PLACES:

NUMERIC RANGE 0.00…999997.00
*Don't know*
*Refused*

(ALLOW DECIMALS TO ACCOMMODATE HOURLY PAY RATES – THIS MEANS CHANGES TO LATER FILTERS)

**GGross2**      **[ASK IF GEmpStat=1 AND GGross<999998]**
SHOW CARD G1
How long a period does that pay cover?

1. One hour
2. One week
3. Four weeks
4. Calendar month
5. Year
6. Other period (SPECIFY)
NOT ON SHOW CARD
7. *Don't know*
8. *Refused*

---

**[If GGross>49 AND GGross2=1]**
YOU ENTERED THAT THIS RESPONDENT EARNS 50 OR MORE POUNDS PER HOUR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

---

> **[If GGross>1,999 AND GGross2=2]**
> YOU ENTERED THAT THIS RESPONDENT EARNS 2,000 OR MORE POUNDS PER WEEK. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

> **[If GGross>7,499 AND GGross2=3]**
> YOU ENTERED THAT THIS RESPONDENT EARNS 7,500 OR MORE POUNDS PER FOUR WEEKS. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

> **[If GGross>7,999 AND GGross=4]**
> YOU ENTERED THAT THIS RESPONDENT EARNS 8,000 OR MORE POUNDS PER CALENDAR MONTH. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

> **[If GGross>99,999 AND GGross=5]**
> YOU ENTERED THAT THIS RESPONDENT EARNS 100,000 OR MORE POUNDS PER YEAR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**GTaxCred**  **[ASK IF GEmpStat=1 AND GGross<999998]**
Can I check, are you (OR YOUR PARTNER, IF ANY) receiving Working Tax Credit or Child Tax Credit?

INTERVIEWER: IF YES, MAKE SURE IT IS NOT INCLUDED IN GROSS PAY

1. Yes
2. No
3. *Don't know*
4. *Refused*

**GKnowA**  **[ASK IF GEmpStat=1 AND GGross<999998]**
CODE UP TO TWO TO EVALUATE PAY DATA.

1. No usual pay - recorded pay in last full period
2. Respondent showed/referred to payslip
3. Respondent knew pay with reasonable certainty
4. Respondent guessed or estimated gross pay
5. *Don't know*
6. *Refused*

**GHours**  **[ASK IF (BHours=NULL) AND GEmpStat=1 AND GGross<999998]**
How many hours (per week) do you work for that pay?
IF 'It varies' ENTER NULL

NUMERIC RANGE 1…168
*Don't know*
*Refused*

**GGrate** **[ASK IF (GGross=DK) OR (GGross2<>1)]**
Do you know what is your usual gross hourly rate of pay?

1. Yes
2. Does not know gross hourly rate
3. Not paid by an hourly rate
*4. Refused*


**GGhour** **[ASK IF GGrate=1]**
What is your usual gross hourly rate of pay?

NUMERIC RANGE 0.00…1000.00
*Don't know*
*Refused*


**GTakeHom** **[ASK IF (GGross=DK) OR (GKnowA=4)]**
What is your usual **take-home** pay after all deductions for tax, national insurance, and so on, but including overtime, bonuses, commission or tips?

RECORD PAY TO NEAREST POUND (NO PENCE)
IF NO USUAL PAY, RECORD PAY IN LAST FULL PAY PERIOD

NUMERIC RANGE 0…999997
*Don't know*
*Refused*


**GTakePd** **[ASK IF (GTakeHom<999998)]**
How long a period does that pay cover?

1. One week
2. Four weeks
3. Calendar month
4. Year
5. Other (SPECIFY)
*6. Don't know*
*7. Refused*


---

**[If GTakeHo>1,399 AND GTakepd=1]**
YOU ENTERED THAT THIS RESPONDENT EARNS 1,400 OR MORE POUNDS TAKE-HOME PAY PER WEEK. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

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**[If GTakeHo>5,749 AND GTakepd=2]**
YOU ENTERED THAT THIS RESPONDENT EARNS 5,750 OR MORE POUNDS TAKE-HOME PAY PER FOUR WEEKS. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo>6,249 AND GTakepd=3]**
YOU ENTERED THAT THIS RESPONDENT EARNS 6,250 OR MORE POUNDS TAKE-HOME PAY PER CALENDAR MONTH. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo>74,999 AND GTakepd=4]**
YOU ENTERED THAT THIS RESPONDENT EARNS 75,000 OR MORE POUNDS TAKE-HOME PAY PER YEAR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**GKnowB**     **[ASK IF (GTakeHom<999998)]**
CODE UP TO TWO TO EVALUATE PAY DATA

1. No usual pay - recorded pay in last full period
2. Respondent showed/referred to payslip
3. Respondent knew pay with reasonable certainty
4. Respondent guessed or estimated take home pay
5. *Don't know*
6. *Refused*

**GThours**     **[ASK IF (BHours=NULL) AND (GGross=DK OR REF)]**
About how many hours (per week) do you work?
IF 'It varies' ENTER NULL

NUMERIC RANGE 1…168
*Don't know*
*Refused*

**GBonus1**     **[IF GEmpStat=1]**
Do you receive any incentive payment, bonus or commission that is linked directly to the performance of:

'yourself?'

1. Yes
2. No
3. *Don't know*
4. *Refused*

**GBonus2**     **[IF GEmpStat=1]**
(Do you receive any incentive payment, bonus or commission that is linked directly to the performance of:)

'any work group that you belong to?'

1. Yes
2. No
3. *Don't know*
4. *Refused*


**GBonus3**     **[IF GEmpStat=1]**
(Do you receive any incentive payment, bonus or commission that is linked directly to the performance of:)

'the results achieved by your organisation or your workplace?'

1. Yes
2. No
3. *Don't know*
4. *Refused*


**GShare**      **[IF GEmpStat=1]**
Do you take part in a profit-sharing scheme, employee share scheme or share option scheme through your employment?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**GContrib**    **[IF GEmpStat=1]**
Does your employer contribute to a pension scheme on your behalf?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**GNet**        **[IF GEmpStat=2]**
About how much do you earn **after** all expenses and other deductions but **before** income tax and national insurance?

IF NO USUAL EARNINGS, PAY IN LAST YEAR OR MONTH

NUMERIC RANGE 0…999997
*Don't know*
*Refused*

**GNetPd**      **[ASK IF GNet<999998]**
How long a period does that pay cover?

1. One week
2. Four weeks
3. Calendar month
4. Year
5. Other (SPECIFY)
6. *Don't know*
7. *Refused*


**GKnowC**      **[ASK IF GNetPd=1-5]**
INTERVIEWER CODE UP TO TWO TO EVALUATE PAY DATA

1. No usual earnings - recorded income in last full period
2. Respondent showed/referred to accounts or other records
3. Respondent knew income with reasonable certainty
4. Respondent guessed or estimated gross income
5. *Don't know*
6. *Refused*


**GHours2**      **[ASK IF (BHours=NULL) AND (GNet<999998)]**
About how many hours (per week) do you work?
IF 'It varies' ENTER NULL

NUMERIC RANGE 1…168
*Don't know*
*Refused*

# BLOCK H

## The Job Five Years Ago

Now I would like to ask some questions about work you have done in the past.

**H5ago**      **[ASK ALL]**
Were you in paid work five years ago, that is in [Month] 2001?

INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**H4ago**      **[ASK IF H5ago<>1]**
Were you in paid work four years ago, that is in [Month] 2002?

INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**H3ago**      **[ASK IF H4ago<>1]**
Were you in paid work three years ago, that is in [Month] 2003?

INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**HsameAgo1**  **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
Was this the same job as you have now, with the same employer?

INTERVIEWER NOTE: ONLY CODE 'YES' IF THE SAME JOB WITH THE SAME EMPLOYER.
IF PROMOTED, REGARD AS DIFFERENT JOB WITH SAME EMPLOYER.

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**HsameAgo2**  **[ASK IF HsameAgo1=2]**

Was this job with a different employer?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**HsameInd**  **[ASK IF HsameAgo1=2 AND HsameAgo2=1]**

Was this job in the same industry?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**HEmpType**  **[ASK IF HsameAgo1=2]**

Were you an employee or self-employed?

INTERVIEWER: IF NOT SURE/DOES NOT KNOW, CODE EMPLOYEE.

1. Employee
2. Self-employed
3. *Don't know*
4. *Refused*


**HFulTime**  **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**

At that time, were you working full-time or part-time?

1. Full-time
2. Part-time
3. *Don't know*
4. *Refused*


**[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**

Now I would like to ask a few questions about the work you were doing in that job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago. To help you compare, I will remind you how you answered the same questions about your current job:

**HWkHard**  **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
How much do you agree or disagree with the following statement:

My job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago required that I worked very hard.

With regard to your current job, you answered <BHard>

SHOW CARD H1

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree
NOT ON SHOW CARD
5. *Don't know*
6. *Refused*


**HChoice**  **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
How much choice did you have over the way in which you did your job...

With regard to your current job, you answered <BChoice>

READ OUT

1. A great deal of choice
2. Some choice
3. Hardly any choice
4. No choice at all?
DO NOT READ OUT
5. *Don't know*
6. *Refused*


**HVariety**  **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
Was there much variety in your job...

With regard to your current job, you answered <BVariety>

READ OUT

1. A great deal
2. Quite a lot
3. Some
4. A little
5. None at all?
DO NOT READ OUT
6. *Don't know*
7. *Refused*

**HComput**   **[ASK IF H5ago=1 OR H4ago=1 OR H3ago =1]**
How important was using a computer, 'PC', or other types of computerised equipment in your job…

With regard to your current job, you answered <CUsePC>

SHOW CARD H2

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
DO NOT READ OUT
6. *Don't know*
7. *Refused*

# BLOCK J

## Recent Skills Changes and Future Perspectives

Now I want to ask some more about changes in the workplace.

**JChange**     **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
I'd like you still to compare your current job with what you were doing [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago [IF HsameAgo1<>1: even though you were in a different job]...

Would you say that there has been a significant **increase** between then and now, a significant **decrease** or little or no change in the level of skill you use in your job?

1. Increase
2. Decrease
3. Little or no change
4. *Don't know*
5. *Refused*

**JHowLea1…** **[ASK IF JChange=1]**
**JHowLea9**   SHOW CARD I1
How have you learned these increased skills?

CODE ALL THAT APPLY

1. My supervisor taught me on-the-job
2. I learned by watching others at work
3. I learned by being helped by colleagues at work
4. I learned at work through trial and error
5. I did one or more courses of training or education
6. I learned with the aid of manuals, books, videos or on-line materials
7. I learned extra skills through leisure activities
8. I already had the extra skills, but now they are more fully utilised
9. Other (SPECIFY)
NOT ON SHOW CARD
10. *Don't know*
11. *Refused*

**JProm**       **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
Were you promoted during the last [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**JOthCh1**   **[ASK IF HsameAgo1=1 OR HsameAgo2=2]**
Since your job [IF H5ago=1:five/IF  H4ago=1:four/IF  H3ago=1:three] years ago, did any of the following changes occur at your workplace?

'There  was a change in the way work was organised'

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*


**JMajMin**   **[ASK IF JOthCh1=1}**
And would you say there have been major changes or minor changes in the way work is organised?

CODE ONE ONLY

1.  Major changes
2.  Minor changes
3.  *Don't know*
4.  *Refused*


**JOthCh2**   **[ASK IF HsameAgo1=1 OR HsameAgo2=2]**
(Since your job [IF H5ago=1:five/IF  H4ago=1:four/IF  H3ago=1:three] years ago, did any of the following changes occur at your workplace?)

'New computerised or automated equipment was introduced into the workplace'

INTERVIEWER: DO NOT INCLUDE MINOR UPGRADES OF COMPUTERS OR COMMUNICATIONS TECHNOLOGY EQUIPMENT, E.G. WINDOWS 95 TO WINDOWS 98.

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*


**JOthCh3**   **[ASK IF HsameAgo1=1 OR HsameAgo2=2]**
(Since your job [IF H5ago=1:five/IF  H4ago=1:four/IF  H3ago=1:three] years ago, did any of the following changes occur at your workplace?)

'New communications technology equipment was introduced into the workplace'

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

**JOthCh4**   **[ASK IF HsameAgo1=1 OR HsameAgo2=2]**
(Since your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago, did any of the following changes occur at your workplace?)

'Other new equipment was introduced'

1.   Yes
2.   No
*3.   Don't know*
*4.   Refused*


**JOthCh5**   **[ASK IF HsameAgo1=1 OR HsameAgo2=2]**
(Since your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago, did any of the following changes occur at your workplace?)

'There was a reduction in the number of people doing this sort of work'

1.   Yes
2.   No
*3.   Don't know*
*4.   Refused*


**Intro**   **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
In the next few questions, I'd like you to compare the job you do now with the job you were doing [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago.


**JCompChg**   **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
So, compared with your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago, has the importance of computer skills in your job…?

READ OUT

1.      Increased
2.      Decreased
3       Or stayed about the same?
*4.      Don't know*
*5.      Refused*


**JComp2**   **[ASK IF JCompChg = 1 or 2]**
And would you say it has (IF JCompChg=1: increased/If JCompChg=2: decreased) a lot or a little?

1.      A lot
2.      A little
*3.      Don't know*
*4.      Refused*

**JVariety**     **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
And [,compared with your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago,] has the variety of tasks you perform…?

READ OUT

1.     Increased
2.     Decreased
3      Or stayed about the same?
*4.*     *Don't know*
*5.*     *Refused*


**JVar2**     **[ASK IF JVariety = 1 or 2]**
And would you say it has (IF JVariety=1: increased/If JVariety=2: decreased) a lot or a little?

1.     A lot
2.     A little
*3.*     *Don't know*
*4.*     *Refused*


**JEffort**     **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
And [,compared with your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three] years ago,] has the effort you have to put into your job…?

READ OUT

1.     Increased
2.     Decreased
3      Or stayed about the same?
*4.*     *Don't know*
*5.*     *Refused*


**JEff2**     **[ASK IF JEffort = 1 or 2]**
And would you say it has (IF JEffort=1: increased/If JEffort=2: decreased) a lot or a little?

1.     A lot
2.     A little
*3.*     *Don't know*
*4.*     *Refused*

**JChoice**     **[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1]**
And [,compared with your job [IF H5ago=1:five/IF  H4ago=1:four/IF H3ago=1:three]  years ago,] has the amount of choice you have in the way you do your job…?

READ OUT

1.      Increased
2.      Decreased
3       Or stayed about the same?
*4.      Don't know*
*5.      Refused*


**JChoice2**    **[ASK IF JChoice = 1 or 2]**
And would you say it has (IF JChoice=1: increased/If JChoice=2: decreased) a lot or a little?

1.      A lot
2.      A little
*3.      Don't know*
*4.      Refused*


**JTrain1…**    **[ASK ALL]**
**JTrain7**     SHOW CARD I2
In the last year (that is since [Month] 2005), have you done any of these types of training or education connected with your **current** job?

CODE ALL THAT APPLY

1.  Received  instruction or training from someone which took you away from your normal job
2.  Received  instruction whilst performing  your normal job
3.  Taught  yourself from a book/manual/video/computer/cassette
4.  Followed a correspondence  or Internet course (such as Open University)
5.  Taken an evening  class
6.  Done some other work-related training
7.  None of these
NOT ON SHOW CARD
*8.  Don't know*
*9.  Refused*


**JTime**       **[ASK FOR EACH TRAINING DONE IF JTrain=1-6]**
Over  the last year in your current job, on how many separate days have you <insert answer if JTrain=1-6>?

INSERT NUMBER OF DAYS

1-365

*EVERY DAY (SPONTANEOUS  ONLY – DO NOT READ OUT)*
*Don't know*
*Refused*

**JToption** **[ASK IF BEmpStat=1 AND JTrain=7]**
Was there any time over the last year in your current job when training would have been useful for keeping up to date with the skills required?

1. Yes
2. No
*3. Don't know*
*4. Refused*


**JTEnough** **[ASK IF JTrain=1-6)**
Was the training you received over the last year in your current job adequate for keeping up to date with the skills required?

1. Yes
2. No
*3. Don't know*
*4. Refused*


**Jtexp1…**
**Jtexp11** **[ASK IF JTrain=1-6)**
Still thinking about the training you received over the last year in your current job, which of the following statements apply?

(Rotate statements)

- I got the training because I asked my employer for it
- It was my employer that first suggested the training
- My family commitments made it hard to find the time for training
- The training itself was stressful
- The training has made me enjoy my job more
- The training has helped me improve the way I work in my job
- Training made me look for a better job in this organisation
- Training made me look for a better job in another organisation
- I was given a better job in my organisation because of the training
- I received a pay increase as a result of my training
- I feel that my job is more secure in my organisation because of my training

1. Agree
2. Disagree
*3. Don't know*
*4. Refused*

**Jtlac1… Jtlac7**   **[ASK IF JTrain=7]**
You have said that you have not received any training over the last year in your current job. Which of the following statements apply?

(Rotate statements)

- I did not want any training
- My employer was not willing to provide additional training, even though I wanted it
- My family commitments made it hard to find the time for training
- The training itself would have been stressful
- I did not need any additional training for my current job
- Training would not help me get a better job in my organisation
- Lack of training damaged my career opportunities

1. Agree
2. Disagree
3. *Don't know*
4. *Refused*


**Intro**   **[ASK IF JTrain=1-6]**
Thinking now just of your **most recent spell** of training or education


**JTend**   **[ASK IF JTrain=1-6]**
When did this most recent spell of training or education finish?

INTERVIEWER: ENTER DAY ON THIS SCREEN AND MONTH AND YEAR ON THE NEXT TWO SCREENS

IF DAY NOT KNOWN, ENTER '15'

IF TRAINING IS ONGOING CODE 'NULL'


**JTend2**   **[ASK IF JTrain=1-6 AND JTend<>NULL]**
When did this most recent spell of training or education finish?

INTERVIEWER: ENTER MONTH ON THIS SCREEN AND YEAR ON NEXT SCREEN

IF MONTH NOT KNOWN, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH:
MID-SEASON MONTHS: WINTER= FEB; SPRING= MAY; SUMMER= AUGUST; AUTUMN= NOVEMBER.


**JTend3**   **[ASK IF JTrain=1-6 AND JTend<>NULL]**
When did this most recent spell of training or education finish?

INTERVIEWER: ENTER YEAR ON THIS SCREEN AS FOUR-DIGIT NUMBER.

**JTcost** **[ASK IF JTrain=1-6]**
[If JTend<>NULL: Did/If JTend=NULL: Does] this training or education involve costs such as fees or the need to buy books or materials?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**JTcost2** **[ASK IF JTcost=1]**
Who [If JTend<>NULL: paid/If JTend=NULL: pays] these costs?

CODE ALL THAT APPLY

1. Employing organisation
2. Government
3. Self or family or relative
4. Other
5. *Don't know*
6. *Refused*

**JThours** **[ASK IF JTrain=1-6]**
[If JTend<>NULL: Was/If JTend=NULL: Is] this training or education undertaken in...
READ OUT

1. normal working hours
2. your time
3. or both?
DO NOT READ OUT
4. *Don't know*
5. *Refused*

**JTwages** **[ASK IF (JThours=1 OR 3) AND ((BEmpStat=1) OR (BPdWage=1))]**
While you [If JTend<>NULL: were/If JTend=NULL: are] receiving this training or education [If JTend<>NULL: did/If JTend=NULL: does] your employer pay your basic wages...
READ OUT

1. in full
2. in part
3. or not at all?
DO NOT READ OUT
4. *Don't know*
5. *Refused*

**JTqual** **[ASK IF JTrain=1-6]**
Still thinking of your **most recent spell** of training or education…

[If JTend<>NULL: Did/If JTend=NULL: Does] this training or education lead to a qualification?

1. Yes
*2.* No
*3.* *Don't know*
*4.* *Refused*


**JTcredit** **[ASK IF JTqual=2]**
[If JTend<>NULL: Did/If JTend=NULL: Does] this training or education lead to a credit towards a qualification?

1. Yes
*2.* No
*3.* *Don't know*
*4.* *Refused*


**JTskill** **[ASK IF JTrain=1-6]**
Would you say that this training or education has improved your skills…
READ OUT

1. a lot
*2.* a little
*3.* or not at all?
DO NOT READ OUT
*4.* *Don't know*
*5.* *Refused*


**JTuseA** **[ASK IF JTskill=1 OR 2]**
Are you able to make use of these skill improvements in your current job?

1. Yes
2. No
*3.* *Don't know*
*4.* *Refused*


**JTuseB** **[ASK IF JTskill=1 OR 2]**
How useful would these skill improvements be if you were to work for another employer in the same industry or service…
READ OUT

1. Very useful
2. Fairly useful
3. Of some use
4. Only a little useful
5. Or, not at all useful?
DO NOT READ OUT
*6.* *Don't know*
*7.* *Refused*

**Jtuse2**   **[ASK IF JTskill=1 OR 2]**
Would these skill improvements be useful if you were to work for another employer in a quite different industry or service…

READ OUT

INTERVIEWER: IF 'IT DEPENDS' SAY: Try to think of different industries or services you might go to if you were to change jobs

1. Very useful
2. Fairly useful
3. Of some use
4. Only a little useful
5. Or, not at all useful?
DO NOT READ OUT
6. *Don't know*
7. *Refused*


**Intro**   **[ASK IF BEmpStat=1]**
Thinking now about training or education in the future


**JTplan**   **[ASK IF BEmpStat=1]**
Do you have a written career or training plan at work, that is, a written document which sets out your future job-related learning, training or education?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**JTWant**   **[ASK ALL]**
How much do you want to get any training in the future?

1. Very much
2. A fair amount
3. Not much
4. Not at all
5. *Don't know*
6. *Refused*


**JToppo**   **[ASK ALL]**
How much do you agree or disagree with the following statement?

'I will have many opportunities to get training in the future'

1. Strongly Agree
2. Agree
3. Disagree
4. Strongly disagree
5. *Don't know*
6. *Refused*

**JTget**     **[ASK ALL]**
Thinking about the next three years, are there any additional skills or qualifications that you would like to get?

1.  Yes
2.  No
*3.  Don't know*
*4.  Refused*


**JType**     **[ASK IF JTget=1]**
What types of new skills or qualifications are you thinking of?

CODE ALL THAT APPLY

1.  An educational qualification
2.  A vocation or professional qualification
3.  Computer, Internet or software skills
4.  Management skills
5.  Technical or craft skills
6.  Foreign language
7.  Teaching skills
8.  Caring skills
9.  Driving licence (incl. HGV, PCV, fork-lift trucks)
10. Other skills or qualifications (SPECIFY)
*11. Don't know*
*12. Refused*


**JBenefit**     **[ASK IF JTget=1]**
What do you see as the benefits to you of doing this?

CODE ALL THAT APPLY

1.  Help make you better at your current work tasks
2.  Enable you to do different tasks in your current job
3.  Help you keep up to date with changes at work
4.  Gain a sense of achievement
5.  Give you more personal influence over your own work
6.  Raises your chances of gaining promotion
7.  Earn a higher wage
8.  Increase your ability to choose another job in the future
9.  Enable you to do a future job better
10. Make your job more secure
11. For another reason (SPECIFY)
*12. Don't know*
*13. Refused*

**JNoJob**    **[ASK ALL]**

Since [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1-4:three] years ago, have you had any spells of being unemployed?

1. Yes
2. No
3. *Don't know*
4. *Refused*


**JNoJob12**    **[ASK IF JNoJob=1]**

Have you been unemployed for a month or more at any time in the last year?

INTERVIEWER: 'UNEMPLOYED' IS THE RESPONDENT'S OWN DEFINITION

1. Yes
2. No
3. *Don't know*
4. *Refused*


**JBestOpp**    **[ASK IF BEmpStat=1]**

If you were trying to get a better job, generally speaking, which would offer you the best opportunities – staying with your current employer or changing employer?

1. Staying with your current employer
2. Changing employer
3. *Don't know*
4. *Refused*


**JPrmProb**    **[ASK IF BEmpStat=1]**

How high do you think **your** chances are of being given a significant promotion with your **present** organisation in the next five years?

PROMPT IF NECESSARY: 'Assuming that you did want promotion'

1. 100% / Definite
2. 75% / High chance
3. 50% / Fifty-fifty
4. 25% / Low chance
5. 0% / No chance at all
6. *Don't know*
7. *Refused*


**JPrmPrb1**    **[ASK IF JPrmProb=5]**

Is this because you are already in the highest type of job for people who do your sort of work?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**JPrmAim**     **[ASK IF BEmpStat=1]**

Are you aiming to get a better job or to be promoted?

1.  Yes
2.  No
3.  *Don't know*
4.  *Refused*

# BLOCK K

## Personal details

**KMarried** **[ASK ALL]**
I would like to ask you a few more questions about yourself.
Are you...
READ OUT

1. married
2. living together as a couple
3. single
4. widowed
5. separated/divorced?
DO NOT READ OUT
6. *Don't know*
7. *Refused*

**KChildrn** **[ASK ALL]**
Do you have any children under the age of 16 who are financially dependent on you?

INTERVIEWER: CHILDREN DO NOT HAVE TO LIVE IN SAME HOUSEHOLD AS RESPONDENT, AND DO NOT HAVE TO BE BIOLOGICAL CHILDREN

1. Yes
2. No
3. *Don't know*
4. *Refused*

**Ku16** **[ASK IF KChildrn=1]**
How many children under the age of 16 do you have?

NUMERIC RANGE 1…30
*Don't know*
*Refused*

**Ku5** **[ASK IF KChildrn=1]**
How many are under five years old?

NUMERIC 0…30
*Don't know*
*Refused*

**[If Ku5>Ku16]**
YOU HAVE ENTERED THAT THIS RESPONDENT HAS MORE CHILDREN UNDER FIVE THAN THE TOTAL NUMBER OF CHILDREN THEY SAID THEY HAD AT THE PREVIOUS QUESTION. PLEASE CHECK THIS AND GO BACK TO KU16 AND/OR KU5 TO RE-ENTER.

**KEthnic**     **[ASK ALL]**
SHOW CARD J1
To which of these groups do you consider that you belong?

1. White
2. Black – Caribbean
3. Black – African
4. Black – Other
5. Indian
6. Pakistani
7. Bangladeshi
8. Chinese
9. Other
NOT ON SHOW CARD
*10. Don't know*
*11. Refused*

**KCASI**     **[ASK ALL]**
THIS SECTION TO BE SELF-COMPLETED (AS FAR AS POSSIBLE) ON CAPI
BY RESPONDENTS

As before, the next questions are designed for you to answer yourself.

CODE WHETHER RESPONDENT ACCEPTED SELF-COMPLETION.

1. Respondent completion
2. Interviewer completion, NO DK, NO REF

**Intro1**     **[IF KCASI=1]**
The following questions ask you to choose one answer from those listed on the screen.

Please choose your answer by PRESSING THE NUMBER NEXT TO THE ANSWER YOU WANT TO GIVE and then PRESSING THE SPACE BAR (THE LARGE BAR AT THE BOTTOM OF THE KEYBOARD) to see your answer on the screen. TO MOVE ON TO THE NEXT QUESTION, PRESS THE KEY WITH THE RED STICKER. Please ask the interviewer if you want any help.

PRESS 1 AND THE KEY WITH THE RED STICKER TO CONTINUE

1. Continue

**KWorry**      **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?

After I leave my work I keep worrying about job problems

1.   Never
2.   Occasionally
3.   Some of the time
4.   Much of the time
5.   Most of the time
6.   All of the time
NO DK, NO REF


**KUnWind**      **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

I find it difficult to unwind at the end of a workday

1.   Never
2.   Occasionally
3.   Some of the time
4.   Much of the time
5.   Most of the time
6.   All of the time
NO DK, NO REF


**KUsedUp**      **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

I feel used up at the end of a workday

1.   Never
2.   Occasionally
3.   Some of the time
4.   Much of the time
5.   Most of the time
6.   All of the time
NO DK, NO REF

**KCalm**   **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Calm

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KTense**   **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Tense

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KContent**   **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Contented

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF

**KRelax**    **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Relaxed

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KUneasy**    **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Uneasy

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KWorry2**    **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Worried

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF

**KSmiley**     **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Enthusiastic

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KCheery**     **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Cheerful

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KDepress**    **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you feel each of the following...?)

Depressed

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF

**KGloomy**   **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you
feel each of the following...?)

Gloomy

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KMisery**   **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you
feel each of the following...?)

Miserable

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF


**KOptim**   **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J2)
(Thinking of the past few weeks, how much of the time has your job made you
feel each of the following...?)

Optimistic

1.  Never
2.  Occasionally
3.  Some of the time
4.  Much of the time
5.  Most of the time
6.  All of the time
NO DK, NO REF

**KSat1…**    **[ASK ALL]**
**KSat14**    (IF KCASI<>1: SHOW CARD J3)
(IF KCASI<>1: I'm going to read out a list of/IF KCASI=1: Next you will be shown) various aspects of jobs, and for each one I'd like you to (IF KCASI<>1: choose which answer) (IF KCASI<>1: tell me, from this card, which number) best describes how satisfied or dissatisfied you are with that particular aspect of your own present job.

(IF KCASI=1: Press 1 and then the key with the red sticker to continue with this question)

ROTATE LIST

(How satisfied or dissatisfied are you with this particular aspect of your own present job:)

Your promotion prospects
Your pay
Relations with your supervisor or manager
Your job security
The opportunity to use your abilities
Being able to use your own initiative
The ability and efficiency of the management
The hours you work
Fringe benefits
The work itself
The amount of work
The variety in the work
The training provided
The friendliness of the people you work with

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied
NO DK, NO REF


**KSatis**    **[ASK ALL]**
(IF KCASI<>1: SHOW CARD J3)
All in all, how satisfied are you with your job?

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied
NO DK, NO REF

**KEnd**　　　　**[ASK IF KCASI=1]**
Please stop here.

Tell the interviewer you have finished answering this set of questions.

1.　INTERVIEWER: CODE 1 TO CONTINUE

# BLOCK Q

## Details of Organisation and Conclusion

**QFuture**    **[ASK ALL]**

In two or three years' time, if you are willing, the research team would like to contact you again about your job to see how things have changed. You could decide then whether you would be willing to take part.

Would you be willing for the research team to contact you again in two or three years?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**QEmail**    **[ASK IF QFuture=1]**

Thank you. So do you have an e-mail address that I can take?

THIS IS JUST TO HELP WITH RECONTACT IN CASE OF CHANGE OF ADDRESS ETC. IT WILL NOT BE USED FOR ANY OTHER PURPOSES, AND IT WILL BE KEPT SECURELY AND IN COMPLETE CONFIDENTIALITY BY THE RESEARCH TEAM.

ENTER E-MAIL ADDRESS AND READ IT BACK TO RESPONDENT TO CHECK BEFORE MOVING ON OR CODE 'NULL' IF NO E-MAIL OR 'REF' IF REFUSED.

ONLY RECORD ONE E-MAIL ADDRESS

OPEN

**QTelno**    **[ASK IF QFuture=1]**

Do you have a landline telephone number that I can take?

AGAIN, THIS IS JUST TO HELP WITH RECONTACT IN CASE OF CHANGE OF ADDRESS ETC. IT WILL NOT BE USED FOR ANY OTHER PURPOSES, AND IT WILL BE KEPT SECURELY AND IN COMPLETE CONFIDENTIALITY BY THE RESEARCH TEAM.

INCLUDE DIALLING CODE, AND READ BACK TO RESPONDENT TO CHECK BEFORE MOVING ON, OR CODE 'NULL' IF NO LANDLINE OR 'REF' IF REFUSED.

ONLY ENTER ONE NUMBER ON THIS SCREEN

OPEN

**QTelno2**  **[ASK IF QFuture=1]**

And do you have a mobile telephone number that I can take?

AGAIN, THIS IS JUST TO HELP WITH RECONTACT IN CASE OF CHANGE OF ADDRESS ETC. IT WILL NOT BE USED FOR ANY OTHER PURPOSES, AND IT WILL BE KEPT SECURELY AND IN COMPLETE CONFIDENTIALITY BY THE RESEARCH TEAM.

READ BACK TO RESPONDENT TO CHECK BEFORE MOVING ON, OR CODE 'NULL' IF NO MOBILE OR 'REF' IF REFUSED.

ONLY ENTER ONE NUMBER ON THIS SCREEN

OPEN

**QStable**  **[ASK IF QFuture=1]**

In case you had moved house by the time we tried to recontact you (IF QEmail OR QTelno OR QTelno2<> NULL OR REF: and we were also unable to contact you using the (IF QEmail <> NULL OR REF: e-mail address) (IF QTelno OR QTelno2<> NULL OR REF: and phone number(s) you've provided)), is there someone we can contact who would be able to give us your new address?

1. Details given – INTERVIEWER PLEASE COLLECT NAME AND ADDRESS ON NEXT FEW SCREENS
2. Details NOT given
3. *Don't know*
4. *Refused*

**QRelat**  **[ASK IF QStable=1]**

And what is this person's relationship to you? READ OUT AND CODE ONE ONLY

1. Parent(s)
2. Child
3. Other relative
4. Friend
5. Other (specify)
6. *Don't know*
7. *Refused*

**QMove**  **[ASK ALL]**

Do you think there is any possibility that you will move house in the next three years?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**QMove2**  **[ASK IF QMove=1]**
How would you rate the likelihood of this happening?
READ OUT

1. Very likely
2. Quite likely
3. Evens
4. Quite unlikely
5. Very unlikely
6. *Don't know*
7. *Refused*

**QSuperv**  **[ASK IF QFuture = 1 AND ((QTelno <> NULL OR REF) OR (QTelno2 <> NULL OR REF))]**
A few interviews on any survey are checked by a supervisor to make sure people are satisfied with the way the interview was carried out. In case my supervisor needs to contact you, can they use the telephone number(s) you have just provided for this purpose?

1. Yes
2. No

**QSuperv2**  **[ASK IF (QFuture = 2-4) OR ((QFuture = 1) AND (QTelno = NULL OR REF) AND (QTelno2 = NULL OR REF))]**
A few interviews on any survey are checked by a supervisor to make sure people are satisfied with the way the interview was carried out. In case my supervisor needs to contact you, it would be helpful if you could let me have your landline telephone or mobile number.

ENTER LANDLINE OR MOBILE ON THIS SCREEN, INCLUDING DIALLING CODE, AND READ BACK TO RESPONDENT TO CHECK BEFORE MOVING ON, OR CODE 'NULL' IF NO LANDLINE OR MOBILE OR 'REF' IF REFUSED.

OPEN

**QPubData**  **[ASK ALL]**
We would like to know the name and address of the organisation you work for, if you are willing to provide these details. We assure you that no direct contact will be made with your employer. The research team at the Universities of Oxford, Kent and Cardiff would like to be able to look up publicly available information about the employing organisations.

Are you willing to enable us to access information in this way?

1. Yes
2. No
3. *Don't know*
4. *Refused*

IF QPubData = NO or DECLINES TO ANSWER: IF WORKING AT HOME, CODE TTWA FROM POSTCODE

**QEmpName**  **[ASK IF QPubData=1]**
What is the name of the employer at the place where you actually work?

WRITE EMPLOYER'S NAME IN FULL

OPEN


**QAddPC**  **[ASK IF QPubData=1]**
PLEASE ENTER EMPLOYER'S ADDRESS

Can I first have the POSTCODE of the workplace (organisation)?

ENTER POSTCODE, EVEN IF INCOMPLETE
CODE NULL IF UNKNOWN

OPEN


**QAdd1**  **[ASK IF QPubData=1]**
PLEASE ENTER EMPLOYER'S ADDRESS Line 1

OPEN


**QAdd2**  **[ASK IF QPubData=1]**
PLEASE ENTER EMPLOYER'S ADDRESS Line 2:
CODE NULL IF NO MORE TO ADD

OPEN


**QAdd3**  **[ASK IF QPubData=1 AND QAdd2<>NULL]**
PLEASE ENTER EMPLOYER'S ADDRESS Line 3:
CODE NULL IF NO MORE TO ADD

OPEN


**QAdd4**  **[ASK IF QPubData=1 AND QAdd3<>NULL]**
PLEASE ENTER EMPLOYER'S ADDRESS Line 4:
CODE NULL IF NO MORE TO ADD

OPEN

**QAdd5** **[ASK IF QPubData=1 AND QAdd4<>NULL]**
PLEASE ENTER EMPLOYER'S ADDRESS Line 5:
CODE NULL IF NO MORE TO ADD

OPEN

---

Town and county asked to enable TTWA to be coded, if employer name not collected

---

**QTown** **[ASK IF (QPubData <> 1) OR (QAdd1 = DK OR REF)]**
In which city, town or village is your main place of work?

TAKE NEAREST TOWN, ETC.

IN LONDON TRY TO GET NAME OF AREA (eg PLACE WITHIN BOROUGH)

OPEN

**QCounty** **[ASK IF (QPubData <> 1) OR (QAdd1 = DK OR REF)]**
And which county/city is that in?

CODE NULL IF NOT APPLICABLE

OPEN

**QBigger** **[ASK ALL]**
Is your workplace part of a bigger organisation?

1. Yes
2. No
3. *Don't know*
4. *Refused*

**BBigName** **[ASK IF QBigger=1]**
What is the name of that bigger organisation?

WRITE ORGANISATION'S NAME IN FULL

OPEN

**Disp** **[ASK ALL]**
I have now got to the end of the questions I want to ask you.

Thank you very much for giving your time to help us.

{{**SIntLen** "Computer Interview Length": 1…997}}

**CLASSIFICATION THEN COLLECTED TO CONFIRM NAME AND ADDRESS OF RESPONDENT (Sname, address1, address2, address3, address4)**